
(Center Name)
ORIENTATION RECORD
RULES #130-O, 176

EMPLOYEE/VOLUNTEER: _____
 POSITION: _____
 DATE OF EMPLOYMENT: _____

Orientation Topic	Date of Training	Initials of Employee	Name of Trainer
Emergency & Evacuation Procedures			
Center Policies on:			
• <u>Positive Behavior Management</u>			
• <u>Routine & Emergency Health Care Including Health Exclusions</u>			
• <u>Child Accident & Injury Procedures</u>			
• <u>Administration of Medication</u>			
• <u>Child Care</u>			
• <u>Goals & Program For Children</u>			
• <u>Recordkeeping</u>			
• <u>Family Involvement</u>			
• <u>Safety & Sanitation Procedures</u>			
Center Personnel & Administrative Policies			
Child Abuse and Neglect			
• <u>Delaware Code Reporting Requirements</u>			
• <u>Center's Abuse and Neglect Reporting Procedures</u>			
Recognition of Symptoms of:			
• <u>Childhood Illnesses Including Reportable Communicable Diseases</u>			
• <u>Child Abuse, Sexual Abuse and Neglect</u>			
Applicable Federal, State Laws			
• <u>Title VI (non-discrimination)</u>			
Delacare: Rules for ECE&SA Centers:			
• <u>Applicable Rules to Position</u>			
• <u>Location of a Center Copy</u>			